INSTRUCTIONS
SIERRA NEVADA CONSERVANCY (SNC)
REQUEST FOR PAYMENT – PROPOSITION 84 GRANTS PROGRAM

Heading:
Enter the identifying information requested at the top of the form: Date, Report Period, Agreement Number, SNC Number, Agreement Term, Grantee Name and Address, and Contact Person.

Project Budget Categories:
Enter the project budget categories as shown on Exhibit A of the Grant Agreement under Project Cost/Project Budget Categories. Only these budgeted categories are reportable for expenses.

Budgeted Expenses:
Enter the amount of each budget category as shown on the Exhibit A of the Grant Agreement. The Request for Payment Form in Excel format will automatically calculate the total for the column. The total must be the same as the original Grant Agreement plus any approved amendments.

Expenses This Reporting Period:
Enter the grantee costs for the reporting period according to the budget categories. The Request for Payment form in Excel format will automatically calculate the total for the column. Ensure that the total includes all expenses to be reported for the period prior to finalizing the certification signature and submittal of the form.

Year to Date Expenses:
Enter the cumulative costs to date including this reporting period using prior Request for Payment information. The Request for Payment form in Excel format will automatically calculate the total for the column. Ensure that the total to date costs reported is accurate prior to finalizing the certification signature and submittal of the form.

Balance (Budgeted Expenses Less Year to Date Expenses):
This is the balance left available of the grant agreement based on the budgeted expenses compared to the expenses reported for year to date costs. The Request for Payment form in Excel format will automatically calculate these figures.

% of Actual Year to Date Expenses to Budgeted Expenses:
Represents the percentage of expenses compared to the budgeted funds available under the grant agreement for the budget category and total agreement. The Request for Payment form in Excel format will automatically calculate the percentages.

Request for Reimbursement:
This amount represents the total shown for the Expenses This Reporting Period Column and is automatically calculated as part of the Request for Payment in the Excel format.

Supporting Documentation:
All requests for payment must be accompanied by an itemized list of all expenditures and supporting documentation that clearly substantiates the expenditures as they relate to the Project Budget.

Withholding or Other Adjustments (If Any):
Enter 10% of the Expenses This Reporting Period Column Total unless instructed otherwise by SNC. This represents the grant agreement retention of funds until the contract is complete. Also enter any amount of advance payment that could not previously be liquidated and is still due to SNC.

Authorized Advance Balance (If Any):
Enter the total amount of any outstanding advance funds issued under the Grant Agreement.

Amount Applied to Advance Repayment:
Enter the amount of the Advance Payment that is to be returned each reporting period per the Advance Payment Authorized letter provided by SNC.

Requested Reimbursement:
Represents the actual funds requested for payment for the reporting period. This figure is automatically calculated as part of the Request for Payment Form in the Excel format. This payment amount represents the expenses for the period, less any retention and/or repayment of advance funds.

Grantee's Certification:
Enter the printed name of the authorized grantee representative with an original signature.